

## **CHECK SHEET/GENERAL INFORMATION**

### *To the Application for Physician's and Surgeon's License*

This **Check Sheet** is intended to assist you with filing a *complete* application. All items listed on the front and back that are applicable to your situation must be submitted in order for your qualifications for postgraduate training or licensure to be assessed. When submitting original documents, please **also include an 8 1/2" x 11" photocopy of the original**.

**Please be aware that falsification or misrepresentation of any item or response on this application or any attachment hereto is sufficient basis for denying or revoking a license.**

#### **FORMS**

- ☐ Form L1A/D, *Application for Physician's and Surgeon's License*
- ☐ Form L2, *Certificate of Medical Education*
- ☐ Form L3A, *Certificate of Completion of ACGME/RCPSC Postgraduate Training*; a Form L3A will be required from each medical facility in which you have received postgraduate training. (You must include every residency, internship, and fellowship.)
- ☐ Form L4, *Eligibility for Reduced Initial License Fee*, if you are and will continue to be enrolled in ACGME/RCPSC postgraduate training at the time of licensure, to qualify for the reduced INITIAL license fee.

#### **FEES** (See Fee Schedule)

- ☐ Application Processing Fee (nonrefundable).
- ☐ Fingerprint Processing Fee (nonrefundable).

#### **SCHOOL TRANSCRIPTS — (These documents will not be returned.)**

- ☐ Official original premedical school transcripts from every college or university attended.
- ☐ Official original school transcripts from every medical school attended.

#### **DOCUMENTATION — (Please do not submit any framed documents.)**

- ☐ Original medical school diploma AND an 8 1/2" x 11" photocopy.\* (Original medical diplomas will be returned.)
- ☐ Original official certified English translation of ALL documents which are not prepared in the English language. (**Translations will not be returned.**) — SEE INSERT: *"Translation of Foreign Academic Credentials."*  
**Graduates of U.S. or Canadian medical schools need not submit translations of medical diplomas issued in Latin.**
- ☐ Original official written examination score reports mailed by each applicable examination agency directly to the Medical Board of California.
  - **Applicants needing NBME Endorsements** — Please obtain the **Request for Endorsement of NBME Certification** from the National Board of Medical Examiners (NBME) Internet Web site at <http://www.nbme.org/new.version/lice.7.htm>). Once completed, mail the request to NBME.
  - **Applicants needing EBHAR Profiles** — Please obtain the **Request for Examination and Board Action History Report** form from the Federation of State Medical Boards' (FSMB) Internet Web site at <http://www.fsmb.org>. Please click on "transcript request" and print a copy of the request form. Once you have completed the form, including a notarized signature, mail the request to the FSMB.
- ☐ Original official **Letters of Good Standing (LGS)**, or comparable license history certification, is required for **EACH** permanent, temporary, training, provisional, or limited license obtained in any U.S. state, U.S. or Canadian territory, Canadian province, or U.S. federal jurisdiction. Each LGS (or comparable certification) should be mailed by the issuing authority directly to the Medical Board of California.
- ☐ Two (2) current completed fingerprint cards. Fingerprint impressions may be obtained at most Department of Motor Vehicles offices or local law enforcement agencies. (*Live Scan information will be included for California applicants.*)
- ☐ A 2 1/4" x 3" **photograph** is required on the L1D of the *Application for Physician's and Surgeon's License*. Photo may be of any type, however, it must show your head and shoulder areas only.

\* U.S. medical school graduates may, in lieu of an original diploma, submit an official "certified" photocopy that has the medical school seal affixed and the signature and statement of the registrar certifying authenticity.

# GENERAL INFORMATION

## APPLICATION PROCESSING TIMES:

An application is considered complete once all the required forms, documentation, and appropriate fees have been submitted and approved. Once an application and fees have been received, staff must complete the initial review of the file within 60 working days, although this often occurs in less time. Applicants will then be notified in writing of the application status and given an itemized list of documents needed to complete the file. *In an effort to ensure that applications can be reviewed in a timely manner, we ask for your patience in not calling for the status of your application until after 60 calendar days have expired.*

## OBTAINING LICENSURE DURING YOUR BIRTH MONTH:

California licensing regulations specify that the expiration date of an initial license shall be the last day of the second birth month of the licensee, after the date the license is issued. Therefore, in order to enjoy the full 24-month validity of your initial license, you would need to obtain licensure DURING your birth month.

**EXAMPLE:** If your birth month is November, and you become licensed in November, your license would be valid for 24 months. However, if you become licensed in October, instead of November, your license would be valid for only 13 months.

If your application file is complete and the initial license fee is the only item left for you to submit, please be sure that your check is received by the Licensing Program before the 1st day of your birth month.

## REFUNDS OF FEES:

Application and fingerprint processing fees are **nonrefundable**.






**Abandoned Files:** If one year passes without documented progress toward completion of training requirements and filing of a Form L8 (Application Update), an application file may be considered abandoned and closed in accordance with Title 16, California Code of Regulations, Section 1306 (a). Fees are not refunded when a file is closed.

## SIGNATURES ON LICENSING FORMS (i.e., Program Directors, Instructors, Deans, Registrars, etc.):

Any person signing and attesting to an applicant's medical training or education on any Licensing form (i.e., L2, L3A, L4, L5, L6, etc.) used in the application process **MUST NOT** be related to the applicant by blood, marriage, or adoption. Refer to each form for information about who may sign the form and for instructions on the delegation of a signature authority to another person.

## INTERNATIONAL MEDICAL SCHOOL GRADUATES

**International medical school graduates are required to submit the following documentation, which is in addition to the items listed on the front of this form.**

-  An **original** valid certificate (and an 8 1/2" x 11" photocopy) from the *Educational Commission for Foreign Medical Graduates* (ECFMG) OR an **original** Letter of Certification indicating your eligibility for ECFMG certification (your ECFMG certificate will be returned). (*This does not apply if you passed the FLEX examination prior to January 1, 1986.*)
-  **If** you do not hold a full and unrestricted license to practice medicine in another state in the U.S., you will need to provide one of the following documents (these documents will be returned):
  - ☐ an **original** license to practice medicine in another country (and an 8 1/2" x 11" photocopy); **OR**,
  - ☐ official documentation of U.S. citizenship (and an 8 1/2" x 11" photocopy); **OR**,
  - ☐ a processed Application to File Declaration of Intent (and an 8 1/2" x 11" photocopy); **OR**,
  - ☐ Petition for naturalization (and an 8 1/2" x 11" photocopy).
-  Form L5A/B, *Official Breakdown of Undergraduate Clinical Clerkships*.
-  Form L6, *Certificate of Clinical Training*, **only** if your undergraduate clinical training was completed outside the primary teaching hospital of the medical school.
-  If your medical school is located in **a country which does not maintain diplomatic relations with the U.S.**, you will be required to demonstrate a "good faith" effort to obtain certification of Forms L2 and L5A/B from your medical school. (Contact Licensing Program staff at (916) 263-2499 for details.)